



City of Bedford
Human Resources Department
540.587.6041

Frequently Asked Employment Questions

Question:

Can I submit an Employment application
for the City of Bedford online?

Answer:

No, the new application is in a printable version on the
City of Bedford Web Site. A hard copy can be printed and
completed for submitting to Personnel.

Question:

Does the Fair Credit Reporting Act
Acknowledgment and Consent Form have to be notarized?

Answer:

This form does not need to be notarized. However, if you are
applying for any position in the Bedford Police
Department you will need to submit a notarized
Authorization For Release Form.
This form can also be found on the City of Bedford Web Site.

Question:

If I am applying for more than one position,
should an application be completed for each position?

Answer:

Yes, however, you may make a copy of the original
application and submit a copy of the application for
each job for which you are applying.
Be sure to put the name of each job for which you
are applying at the top of the copied application. An original
Fair Credit Reporting Act Acknowledgment and
Consent Form, a Fair Credit Reporting Act Disclosure
Form and a First Point Release Form must be
completed for each position for which you are applying.

Question:

Where is the Personnel Office located?

Answer:

The Personnel Office is located in the Municipal Building, 215 E. Main Street, Bedford, Va.

Question:

What are the Personnel Office Hours?

Answer:

The office hours are from 8:30 am to 5:00 pm.

Question:

What if I don't have enough space to list all my employers?

Answer:

A supplemental employment sheet is available on line and in Human Resources

The City of Bedford is an Equal Opportunity Employer. In order to encourage and maintain diversity in our workforce, we encourage all qualified individuals to apply for our open positions. If you have further questions about employment with the City of Bedford, please contact us at 540.587.6041 or email us at admin@bedfordva.gov. We appreciate your interest in our positions.